

C-O-N-F-I-D-E-N-T-I-A-L

21 March 1958

I N T E L L I G E N C E A D V I S O R Y C O M M I T T E E

Draft DCID on IAC

Committee on Documentation

1. The attached proposed DCID was drafted primarily to implement in part para. 16 of NSCID 1, which reads as follows:

"16. To facilitate maximum community utilization of intelligence, intelligence information and other material with utility for intelligence purposes, the Director of Central Intelligence in consultation with the departments and agencies concerned shall take appropriate measures to facilitate the coordinated development of compatible referencing systems within the departments and agencies engaged in intelligence activities. Central reference facilities as a service of common concern shall be provided by the Central Intelligence Agency and/or other departments and agencies, as appropriate."

2. IAC formal activity in the field of documentation and information processing dates chiefly from 19 May 1955, when the IAC, acting on a proposal made by the Army member, established the ad hoc Subcommittee on Information Processing.

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3. The activities and accomplishments of this Subcommittee from its inception through May 1957, are summarized in its four reports to the IAC [IAC-D-95/1 (27 September 1955), IAC-D-95/2 (11 June 1956), IAC-D-95/3 (11 June 1957), and IAC-D-95/7 (25 March 1958)].

4. This draft DCID was coordinated with the member agencies of the IAC through their representatives on the ad hoc Subcommittee on Information Processing.

5. Approval of this DCID would bring into being a standing IAC Committee on Documentation. The proposed terms of reference of the new committee are broader than those of the present ad hoc Subcommittee on Information Processing, which the Committee on Documentation would supersede.

Paul A. Boral
Chairman
Subcommittee on Information Processing

Enclosure:
Draft DCID No. 1/4

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DIRECTOR OF CENTRAL INTELLIGENCE DIRECTIVE NO. 1/4

COMMITTEE ON DOCUMENTATION

Pursuant to paragraph 16, National Security Council Directive No. 1, dated _____, existing statutes and Presidential policy, and to ensure maximum utilization of intelligence, intelligence information and other information which has utility for intelligence purposes, a standing committee of the Intelligence Advisory Committee on documentation shall be established.

1. Preamble

The field of documentation and information processing constitutes an essential link between activities which collect information and those which produce or receive finished intelligence. Important problems face the intelligence community as a result of increasing volumes of information collected and of rising costs. In our efforts to gain full and ready access to and use of information which has come into our possession we must therefore be mindful of the need to avoid unnecessary duplication, increase efficiency and contain overall costs.

2. Name

The committee shall be known as the Committee on Documentation of the IAC.

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3. Mission

The basic mission of the committee shall be to facilitate optimal utilization by the intelligence community of information of intelligence value however recorded.

4. Functions

The functions of the committee shall include:

- (a) To recommend policy in the field of documentation.*
- (b) To conduct surveys required to discharge the mission of the committee.
- (c) To coordinate the development of compatible systems for documentation and the processing of information.
- (d) To monitor the operation of reference facilities and make recommendations to the IAC with respect thereto.
- (e) To exchange information within the intelligence community on the solution of documentation problems, including studies, researches, contracts, proposed agreements and actions, publications, seminars, and demonstrations.
- (f) To monitor interagency agreements in the field of the committee's responsibility.

* Documentation is defined as the group of techniques necessary for the orderly presentation, organization and communication of recorded specialized knowledge, in order to give maximum accessibility and utility to the information contained.

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(g) To assist member agencies in solving problems arising from programs or projects underway and of mutual interest.

(h) To promote access by members of the intelligence community to intelligence and information.

(i) To coordinate selected documentation activities with foreign intelligence services with which the interchange of information has been authorized by the IAC.

5. Composition and Organization

The committee shall include representatives of the IAC agencies. Other agencies of the Government may be invited to participate as appropriate. Representatives shall be authorized to speak for their respective agencies on policy matters related to the committee's functions. The CIA member will chair the committee and will provide the secretariat.

The committee may at its discretion organize subcommittees to assist it in discharging its responsibilities. Membership on subcommittees need not be limited to member agencies of the committee but may be extended by association under the provisions of NSCID No. 1, para. 2, footnote.

6. Reports

The committee will report to the IAC annually and as directed, and may also do so on its own initiative.

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